



Department of Human Resources & Civil Service

Job Announcement Please Post Conspicuously

Adam J. Bello
County Executive

Andrea M. Guzzetta
Director

TITLE: **PROGRAM ASSISTANT – C.S.S**
(Provisional* Appointment)

SALARY: \$32,242 - \$40,891 annually

LOCATION: Monroe County Department of Public Safety – Probation

JOB SUMMARY:

This position is responsible for interviewing and processing offenders who are referred to the Community Service Sentencing (CSS) program by probation officers and courts, or are subject to a required motor vehicle ignition interlock device (blood alcohol concentration measuring device). The employee reports directly to, and works under the general direction of, a Probation Supervisor, Senior Probation Officer, Alternatives to Incarceration Program Supervisor, or other higher level staff member. Does related work as required.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of an equivalency diploma, plus EITHER:

- (A) Graduation from a regionally accredited or New York State registered two-year college or university with an Associate's degree plus two (2) years of paid full-time or its part-time equivalent experience interviewing people in order to obtain information to determine program or service eligibility (does not include employment interviewing), or interviewing people in a criminal justice setting such as parole, probation, legal aid or in a public defender's or district attorney's office; OR,
- (B) Four (4) years of paid full-time or its part-time equivalent experience as defined in (A) above; OR,
- (C) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree; OR,
- (D) An equivalent combination of education and experience as defined by the limits of (A), (B) and (C) above.

SPECIAL REQUIREMENTS:

Candidates for employment with Monroe County Government will be required to pass a pre-employment drug test, along with a background investigation. Failure to meet the standards may result in disqualification.

If you are appointed, you will be required to possess a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the position.

RESIDENCY REQUIREMENT:

Applicant must be a resident of Monroe County at the time of appointment and for at least four (4) months at the time of examination.

APPLY ONLINE OR SEND CIVIL SERVICE APPLICATION TO:

MONROE COUNTY DEPARTMENT OF HUMAN RESOURCES
39 WEST MAIN STREET - ROOM 210
ROCHESTER, NEW YORK 14614

Posting Date: August 26, 2021

Posting Deadline: September 9, 2021

*The term provisional means that you will be required to take the next Civil Service examination for this title, and place among the top three (3) candidates on the examination list in order to be eligible for permanent appointment.